



**September 23, 2016**

**Re: 201608-05 – PROFESSIONAL ENGINEERING SERVICES**

Dear Respondent(s):

**Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 201608-05 – PROFESSIONAL ENGINEERING SERVICES.**

**Except as provided herein, all terms and conditions in the 201608-05 Professional Engineering Services** referenced above remain unchanged and in full force and effect.

Sincerely,

*Donald R. Riley*

**Donald R. Riley, CPPB  
Purchasing Specialist**

**201608-05, PROFESSIONAL ENGINEERING SERVICES**  
**Addendum No. 1**  
**Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

The submittal deadline for the proposal listed above has been extended from Monday, September 26, 2016 at 12:00 P.M. (NOON) to the date listed below. The new opening bid date is as follows:

**MONDAY, OCTOBER 3, 2016 at 12:00 P.M. (NOON) E.S.T.**

**Attached hereto are responses to questions submitted in reference to the above RFP and ATTACHMENT 14 has been revised.**

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the RFP due date and time **October 3, 2016 before 12:00 P.M. (NOON) E.S.T.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**Questions regarding 201608-05, PROFESSIONAL ENGINEERING SERVICES.**

- 1) Attachment 8, Item 5 reads that \$3M per occurrence is required for professional services and design build projects. This seems relatively high for a general services agreement. Our provider is accustomed to providing this sort of coverage for large individual projects but having this as a standard policy for a general services agreement is not something we often see. We can do it if required but would like to ask if this was the true intention.

Response: Yes, that is the intent of the City to have such projects.

- 2) Also, corporate certificate. What exactly do you need executed?

Response: A copy of business license or corporate certificate from the State of Georgia. Each Proponent must submit documentation that demonstrates it is duly authorized to conduct business in the State of Georgia with its proposal. This requirement also applies to Joint Venture (JV) Team Members, Sub-Consultants and Sub-Contractors.

- 3) What credit references would be appropriate? Would consultants we use be sufficient?

Response: References that can validate your company's proposal. Governments not consultants that are on the same size, scale and scope or larger that can verify your company's proposal.

- 4) Item 6.1 on page 7 of Instructions to Proposers instructs corporations to include an executed Corporate Certificate with the submittal. It doesn't appear that a Corporate Certificate is included in the RFP. Will one be provided?

Response: No, your company has to provide the City with a copy of your business license or corporate certificate.

- 5) Item 2.2.3 Engineering Experience on page 5 states "List and describe your experience in sufficient detail, five (5) projects your firm has completed in the past five (5) years...If the number exceeds 10, list the most relevant". Please clarify the number of projects desired.

Response: In the past five (5) years' list at a minimum five (5) projects that are relevant to the City's RFP.

- 6) On page 11, the last paragraph states “The services to be provided must be in the following format in order to be considered for this RFP”. What is the intent of that requirement?

Response: Yes, your company’s proposal must address and follow the project scope on pages 12 – 14; in that format to be considered as responsive.

- 7) Will the City of Stockbridge be selecting multiple firms for the professional engineering services for the various projects throughout the City?

Response: It is the intent of the City to award this proposal to one (1) proponent; however, the City reserves, in its sole discretion, the option to award to multiple Proponents or one (1) Proponent. The award(s) will be based on the scope of services in its entirety or by components. Multiple awards may be made on the total scope of services or to components of the scope of services.

- 8) Will the firm selected be required to house all of the engineering disciplines to prime the various projects throughout the City?

Response: No. Proponents does not have to house all engineering disciplines; however, it must be clearly stated within your company’s proposal.

- 9) Is there a page limit on the RFP submittal?

Response: No. There are no page limitations for this RFP.

ATTACHMENT 14

## **SEALED RFP LABEL**

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

### **SEALED RFP ENCLOSED**

DELIVERED TO:

City of Stockbridge Finance Department – Purchasing Division  
Attn: Donald R. Riley, CPPB, Procurement Specialist  
4640 North Henry Boulevard  
Stockbridge, Georgia 30281

**RFP #201608-05**

**DATE: October 3, 2016**

**RFP MUST BE RECEIVED BEFORE 12:00 P.M. (NOON) EST**

**NAME OF COMPANY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PROJECT DESCRIPTION:**

**RFP FOR PROFESSIONAL ENGINEERING SERVICES**